

Request for Account Balance Confirmation / Statement Duplicates
帳戶結餘確認證明/結單副本申請

Account Name 帳戶名稱: _____ Account No. 帳戶號碼: _____

本人/吾等欲索取上述帳戶之:

I/ We hereby request the followings regarding the captioned account:

1. Please select one or more 請選擇一項或多項

<input type="checkbox"/> * Daily/Monthly statement duplicates 日/月結單副本	From _____ To _____ 由 _____ 至 _____
<input type="checkbox"/> # Account Balance Confirmation 帳戶結餘確認證明書	From _____ To _____ 由 _____ 至 _____

* Charges: Within one year – HK\$50 per statement
 Over one year – HK\$200 per statement

收費: 1年之內 – 每份結單港幣50元
 超過1年 – 每份結單港幣200元

Charges: HK\$200 per account per confirmation

收費: 每個帳戶每份證明書港幣200元

2. Please select one 請選擇一項:

Please deliver the above document(s) to my / our corresponding address. 請郵寄以上文件到本人/吾等通訊地址

I/We will collect the above document(s) at your office and contact me/us for collection. 本人/吾等將親臨貴公司提取以上文件，請致電通知本人/吾等前來領取。

Please email to my/our email address. 請電郵至本人/吾等的電郵地址

請從本人/吾等之上述戶口扣除所需費用

Please charge the applicable fees to my/our above-mentioned account.

Date 日期: _____

 Client Signature 客戶簽署

(same as specimen signature on Account Opening Form 請用閣下於開戶表格上之簽署式樣)

For Internal Use Only

Settlement Department			Compliance	Responsible Officer
Signature Verified by:	Inputted by:	Checked by:	Reviewed by:	Approved by: